

# REQUIREMENTS FOR PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE

## ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA SUPERINTENDENT CERTIFICATE AND HAVE COMPLETED THREE YEARS OF VERIFIED FULL-TIME TEACHING EXPERIENCE, THE PRINCIPAL CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHO HOLD THE TITLE OF PRINCIPAL, ASSISTANT PRINCIPAL OR PERFORM THE DUTIES OF PRINCIPAL OR ASSISTANT PRINCIPAL AS DELINEATED IN TITLE 15 OF THE ARIZONA REVISED STATUTES.

### ➤ PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE

*The Principal Certificate is valid for 6 years and may be renewed.*

#### Requirements for the Principal Certificate are:

1. Completed [Application for Certification](#)
  2. Appropriate fee (See Application for Certification)
  3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
  4. A Master's or more advanced degree from an accredited institution. Official transcript(s) must be submitted.
  5. Three (3) years of verified full-time teaching experience in grades Prekindergarten – 12. Please submit a [Verification of Teaching Experience](#) form from the District Superintendent or Personnel Director to verify teaching experience.
  6. Completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.
  7. **One** of the following (Option A or B):
    - A. Official transcript from an accredited institution documenting a practicum as a principal; **OR**
    - B. Two years of experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
  8. Administrator Exam  
**One** of the following (Option A or B)
    - A. A passing score on the Principal portion of the Arizona Educator Proficiency Assessment. *Note: Effective February 3, 2014, both subtests of the Principal portion of the Arizona Educator Proficiency Assessment must be passed;* **OR**
    - B. A passing score on the Superintendent portion of the Arizona Educator Proficiency Assessment.
  9. Structured English Immersion (SEI) Endorsement \*  
The SEI endorsement requires **ONE** of the following (option A, B, or C):
    - A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.  
**-OR-**
    - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.  
**-OR-**
    - C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement. *Note: The Provisional ESL and Provisional Bilingual endorsements will **not** meet the SEI endorsement requirement.*
- \* **Note:** The requirements for a SEI endorsement may be waived for a period not to exceed three years for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other certification requirements.
10. Arizona Constitution (a college course or the appropriate examination). \*\*
  11. U.S. Constitution (a college course or the appropriate examination). \*\*  
**\*\* NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years to fulfill the requirement.*

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➤ **RENEWAL OF PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate may be renewed 6 months before it expires. All requirements for the renewal of the certificate must be met.

1. One hundred eighty (180) clock hours of professional development after the most recent issuance or renewal of the Principal.
2. A valid Structured English Immersion, full English as a Second Language, or full Bilingual endorsement.
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.